State of Colorado Risk Management Office

Aircraft Operations Use Application

Colorado Fiscal Rules state in part at .08-B:

Allowances for Travel by Leased or Privately Owned Aircraft

A State Agency shall not authorize the use of a privately owned aircraft without the prior written approval from the Division of Risk Management. No reimbursement shall be allowed unless the required prior written approval has been secured.

State employees seeking Risk Management approval pursuant to the above, must complete and sign this application and fax or mail it to this office with the following documents:

- 1. A copy of the declarations page for an applicable aircraft liability insurance policy, clearly indicating:
 - a. Insurance company and policy number.
 - b. Policy effective dates.
 - c. Coverage limits.
 - d. Existence of an appropriate business use endorsement.*
 - e. Indication of primary coverage for the employee.*
 - f. Aircraft identification.
 - g. The aircraft owner.
- 2. A copy of the pilot's FAA license and ratings.
- 3. A copy of the pilot's current FAA medical certificate.
- 4. A copy of the aircraft owner's use agreement.
- 5. A description (below) of the intended aircraft use as it pertains to State of Colorado employment:
- 6. A signed copy of this application.

I certify that the information submitted pursuant to this application is current, true and correct. I understand that any approval of aircraft operations granted by the State Risk Management Office is not to be construed as a certificate of insurance or self-insurance for any aircraft.

Name:	
Print	signature
Date:	
Work Address:	
City, State, Zipcode:	
Work Telephone:	Work Fax:
_	xed to the address or number above (check one). office use only: Approved Denied
Risk Manager	Date

^{*} these items may require copying from the policy, or a separate statement from the insurance broker or agent.